

Maintenance/Refresher Training for Program/Project Managers and CORs/COTRs

Each program/project manager and COR/COTR is required to successfully complete at least 40 hours of maintenance/refresher training in program/project management or other job-specific courses every two years. The first two year period began on Jan. 1, 2006 and ends December 31, 2007.

Courses which are intended for Project Officers/Program Managers and which will be credited toward this requirement include:

Project Officer Training available from HHS University

Available at

<http://lms.learning.hhs.gov/CourseCatalog/index.cfm?fuseaction=browse>

Performance Based Service Contracting (5 days)

Writing Statements of Work – R&D (5 days)

COTR/COR Project Officer Refresher (1 day)

Available at **<http://learning.hhs.gov/CPIC/CPICMain.html>**

Project Management (3 days)

MS Project 2003 (1 day)

Earned Value Management (2 days)

Integrated Baseline Review (2 days)

In addition, classes in supervision and management classes are appropriate for this requirement.

All the training intended for Contract Specialists meet this requirement. CON 100, 110, 111 and 112 may be of particular interest. CON 100 Shaping Smart Business Arrangements is a one week in person course. CON 110, 111 and 112 are free online classes available from Defense Acquisition University at **www.dau.mil**.

Another online training option is the COTR training at the Federal Acquisition Institute, at **www.fai.gov**. This training is considered equivalent to the Basic Project Officer class, as described at

Green Purchasing Training also counts (and is required for purchase card holders and acquisition staff). More information on this is posted at **<http://oamp.od.nih.gov/Division/acp/GreenPurchasing/GreenPurchasingForWebsite.asp>**

The following online classes available at HHS University are free and count towards the Refresher training requirement. Here are directions on how to register:

1. Log on at the HHS University site (<http://learning.hhs.gov>). Your log on name is your employee number. You can look up your employee number at <https://learning.hhs.gov/EmployeeNumber.asp>, and your initial password is 'dhhs'. You will be able to change it to a password of your choosing. The log in screen is a https://lms.learning.hhs.gov/dsp_login.cfm?&roomaction=Login
2. Once logged in, select Course Catalog, then Catalog and Registration, then Browse Catalog, then Skillsoft (toward the bottom of the list of class categories), then Business Skills Curricula, then select your choice of Management, Team Building or Project Management. From there, drill down to a course you are interested in and click on Register. Once registered you must select "My Info" from the blue menu bar at the top of the page, then select "Current Registrations", click on your course and you are good to go.

If this doesn't work, you may contact customer support at 1-888-722-3647; TTY 1-800-735-2943, or by e-mail at techs@geolearning.com.

Advanced Project Management - Project Communications Management (PMBOK-aligned)
Advanced Project Management - Project Cost (PMBOK-aligned)
Advanced Project Management - Project HR Management (PMBOK-aligned)
Advanced Project Management - Project Integration Management (PMBOK-aligned)
Advanced Project Management - Project Procurement Management (PMBOK-aligned)
Advanced Project Management - Project Quality Management (PMBOK-aligned)
Advanced Project Management - Project Risk Management (PMBOK-aligned)
Advanced Project Management - Project Scope Management (PMBOK-aligned)
Advanced Project Management - Project Time Management (PMBOK-aligned)
Advanced Project Scope, Time and Cost Management (PMBOK-aligned)
Professional Project Management - (non-certification)
Professional Project Management Fundamentals (PMBOK-aligned)
Project Communications Management (PMBOK 2000-aligned)
Project Communications Management (PMBOK® Guide - Third Edition-aligned)
Project Cost Management (PMBOK 2000-aligned)
Project Cost Management (PMBOK® Guide - Third Edition-aligned)
Project Human Resources Management (PMBOK 2000-aligned)
Project Human Resources Management (PMBOK® Guide - Third Edition-aligned)
Project Integration Management (PMBOK 2000-aligned)
Project Integration Management (PMBOK® Guide - Third Edition-aligned)
Project Management Basics for Business Professionals (PMBOK 2000-aligned)
Project Management Essentials - (PMBOK® Guide - Third Edition-aligned)
Project Management for IT Professionals
Project Management Professional Responsibility
Project Procurement Management (PMBOK® Guide - Third Edition-aligned)
Project Procurement Planning (PMBOK 2000-aligned)
Project Quality Management (PMBOK 2000-aligned)
Project Quality Management (PMBOK® Guide - Third Edition-aligned)
Project Risk Management (PMBOK 2000-aligned)
Project Risk Management (PMBOK® Guide - Third Edition-aligned)
Project Scope Management (PMBOK 2000-aligned)
Project Scope Management (PMBOK® Guide - Third Edition-aligned)

Project Time Management (PMBOK 2000-aligned)
Project Time Management (PMBOK® Guide - Third Edition-aligned)
Strategic Project Management for IT Projects
4-Dimensional Leadership
Business Execution
Going from Management to Leadership
Leadership in Senior Management
Leadership Skills for Women
Leading from the Front Line
Leading the Workforce Generations
Succession Planning for the Business Environment
360-degree Performance Appraisal
Coach with Confidence
Dealing with Conflict and Confrontation
Delegation Skills
Essential Skills for Tomorrow's Managers
How to Discipline Employees & Correct Performance Problems
How to Overcome Negativity in the Workplace
Making Change Work
Management Excellence: Performance-Based Appraisals
Managing Contractors and Temporary Employees
Managing Others through Change
Managing Problem Performance
Managing Technical Professionals
Mentoring Essentials
Moving from Technical Professional to Management
Moving into a Management Role
Negotiation Strategies for Managers
Performance Appraisal
Practical Coaching Skills for Managers
Succeeding as a First-Time Manager
Supporting Employees through the Change Process
The Consummate Coach
The Fundamentals of Business Crises Management
The Successful Facilitator
9 Traits of Highly Successful Work Teams
Creating High-performance On-site and Virtual Teams
Cultivating a High-performance Project Team
How to Lead a Team
How to Make Cross-Functional Teams Work
Making Teams Work: Capitalizing on Conflict
Managing and Leading the Virtual Team
Participating in a Project Team
Participating in Teams